

Quick Reference Guide - Version 3.0

Application for Compensation - Debtor's Counsel/Ch 11 Professional - This event is to be used by debtor's counsel and professionals (i.e. "Unsecured Creditors' Committee" in Chapter 11 cases).

Step	Action
1	Click on Bankruptcy > Motions/Applications .
2	Enter the case number - click Next .
3	Verify case number and debtor name(s) - Select Compensation - Debtor's Counsel/Ch 11 Professional - click Next .
4	Bypass the Joint Filing with other Attorney(s) screen - click Next .
5	At Select the Party screen highlight the desired party or Add/Create New Party <ul style="list-style-type: none"> Type party's name in Last/Business name field - click Search Highlight name from Party Search Results - Select Name from List - update information on Party Information screen - select Role - click Submit If no match is found - Create New Party Type information in appropriate fields - choose Role - click Submit
6	At Select the Party screen the creditor should be highlighted - click Next .
7	At attorney/party association screen, check box for correct association - click Next .
8	Was a Hearing Notice Filed with This Motion? Type "Y" - click Next .
9	Click Browse on Select the PDF Document screen to locate and verify the document you wish to attach to this entry. Click Open to attach the correct PDF - click Next .
10	Please Note: Do Not Docket This Event If You Are a Trustee and/or Their Professionals - click Next .
11	Hearing Information screen displays. Enter date, time and location - click Next .
12	Verify Docket Text and Modify as Appropriate - continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete.